



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
Insurance Division – Agent Licensing  
500 James Robertson Parkway  
Nashville, TN 37243-1134  
615 741-2693**

**LICENSING PROCEDURES**  
**FOR AUTOMOBILE CLUB AGENTS (MOTOR CLUB AGENTS)**

**Requirements for an Automobile Club (Motor Club) Agent License**

- (1) Completed, signed and notarized application
- (2) \$20.00 filing fee
- (3) Representative of the Club must sign and certify page 3 of application
- (4) Applicant must hold a current insurance license with the State of Tennessee OR provide a Personnel Selection Report/Criminal Background Check with application for licensure
- (5) Note: All Automobile Club Agent licenses will expire annually on June 30

**Renewal Period**

Renewal period begins forty-five days prior to the license expiration date.

**Fees**

- (1) Application Filing Fee - \$20.00
- (2) Automobile Club Agent Renewal Fee - \$20.00

**Termination of Agent from Automobile Club**

- (1) Automobile Club must file a Termination Affidavit for Auto Club Agent License form
- (2) Affidavit must be completed and signed by a representative of the Auto Club
- (3) Form must be notarized

**Request for Forms**

Forms may be found on our website: [www.tn.gov/commerce/section/insurance](http://www.tn.gov/commerce/section/insurance).

Mail completed application, fee and all attachments to:

Tennessee Department of Commerce and Insurance  
Agent Licensing Section  
500 James Robertson Parkway  
Nashville, TN 37243-1134

**NOTE: BY DEPARTMENTAL REQUEST, PLEASE ENCLOSE MONEY ORDER, CERTIFIED CHECK OR CASHIERS CHECK FOR LICENSING FEES.**



9. Has applicant ever been refused or had suspended or revoked a license to solicit automobile club, association memberships or insurance in any state? Yes\_\_\_\_ No\_\_\_\_  
If yes, give full explanation.

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10. Has applicant ever been convicted of, or are currently charged with a criminal offense? Yes\_\_\_\_ No\_\_\_\_

If yes, complete detail below and enclose copies of legal documentation and a written statement regarding offense(s).

Date of Offense\_\_\_\_\_ Offense\_\_\_\_\_

Time served in any penal institution: From \_\_\_\_\_ to \_\_\_\_\_

If more than one offense, list each offense separately.

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11. Name of current employer: \_\_\_\_\_

12. Automobile Club or Association you are making application to represent (provide name of club):

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*I hereby certify upon my oath that all my answers supporting this application are true. Permission is granted to furnish the Tennessee Department of Commerce and Insurance a copy of the Personnel Selection Report/Criminal Background Check.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State\_\_\_\_\_

County\_\_\_\_\_

Subscribed and sworn to before me

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission expires\_\_\_\_\_

**NOTE: APPLICATION WILL NOT BE PROCESSED WITHOUT PROPER NOTARIZATION**

**To the Commissioner of the Department of Commerce and Insurance, State of Tennessee,**

In support of the attached application of \_\_\_\_\_  
(Name of applicant)  
for a license to solicit automobile memberships, \_\_\_\_\_  
(Name of automobile club or association)

\_\_\_\_\_, hereby certifies that:

1. The applicant is a resident of the state of \_\_\_\_\_ and is at least 18 years of age.
2. The applicant is personally known to the official of the automobile club or association making this certification.
3. \_\_\_\_\_ has investigated the character and background of the applicant  
(Name of automobile club or association)  
and is satisfied that he or she is trustworthy and qualified to act as a representative to solicit memberships in our automobile club or association in the State of Tennessee.
4. The applicant has read and is familiar with Title 55, Chapter 18, Automobile Clubs and Associations, Tennessee Code Annotated.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name of Club or Association

\_\_\_\_\_  
Address of Automobile Club or Association

\_\_\_\_\_  
Phone Number

By: \_\_\_\_\_  
Name and Official Title

**NOTE:**

Unless applicant holds a current insurance producer license as a resident in the State of Tennessee, a **PERSONNEL SELECTION REPORT** must be attached to this application.



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**AUTO CLUB AGENT LICENSE TERMINATION AFFIDAVIT**  
(To be completed by Automobile Club Only)

RE: \_\_\_\_\_  
(Name of Automobile Club Agent) (TN License Number)

This Affidavit is to serve as written notification that \_\_\_\_\_  
(Name of Automobile Club)

has made every effort to recover the original license(s) of the above referenced (or attached listing of) terminated Motor Club Agent(s) by contacting the Agent(s).

We are unable to return the original license(s) for the following reason:

- \_\_\_\_ License not available at Branch Office
- \_\_\_\_ Agent cannot locate original license
- \_\_\_\_ No response to request / mail returned / no forwarding address
- \_\_\_\_ License attached

\_\_\_\_\_  
Signature of Automobile Club Representative

\_\_\_\_\_  
Title

State \_\_\_\_\_

County \_\_\_\_\_

Subscribed and sworn to before me

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_